

Creating a Compliant PDF Single Audit Report

For audits with fiscal years ending in 2014 (2013 for audits with a Federal cognizant agency), the Office of Management and Budget will require all PDF uploads of the A-133 reporting package be text-searchable, unlocked, and unencrypted. The Federal Audit Clearinghouse encourages you to submit all future audit reports as **electronically created PDF files**.

The Clearinghouse **cannot accept** audits with fiscal years in 2014 (2013 for audits with a Federal cognizant agency) that do not meet these criteria.

What will cause my PDF to be locked or not text searchable?

Usually, one of the following may cause a PDF to be locked or not text-searchable:

- Scanning a physical copy of your audit report.
- Changing the default security settings in your PDF creator.

How do I create a compliant PDF?

Note: Regardless of which option you use to create a PDF, leave the security level at the default settings. Do not add restrictions to the document.

Option 1: Convert using PDF software

PDF-creating software can be used to create a PDF file that is text-searchable, unlocked, and unencrypted. In order to meet these requirements, the PDF must be created from the electronic version of your submission (MS Word, OpenOffice, etc).

There are several PDF-creating programs available; the Federal Audit Clearinghouse does not endorse any specific PDF-creating software or company.

1. Adobe Acrobat software will allow you to convert an electronic version of your submission to PDF format. The retail cost of the software is approximately \$300 and can be purchased at adobe.com.
2. Adobe provides an online PDF creating service that will allow you to convert electronic version of your submission to PDF format. A one-month license with unlimited use can be purchased online for \$9.99 at www.acrobat.com/createPDF.
3. An Internet search for "PDF creator" will yield several options, including free software, which will allow you to convert an electronic file into a PDF.

Option 2: Save as PDF directly from word processor

Most word processing programs have the ability to save documents as PDFs.

Microsoft Office 2010

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File Name** box, enter a name for the file, if you have not already.
4. In the **Save as** type list, click "PDF (*.PDF)".
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.

Microsoft Office 2007

Note: You may need to install the “Microsoft Save as PDF” add-in (microsoft.com/download/en/details.aspx?id=9943)

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS**.
2. In the **File Name** field, type or select a name for the document.
3. In the **Save as type** list, click “PDF”.
4. If you want to open the file immediately after saving it, select the **Open file** after publishing check box. This check box is available only if you have a PDF reader installed on your computer.
5. Click **Options** to set the page range to be printed, to choose whether markup should be printed, and to select the output options. Click **OK**.
6. Click **Publish**.

Microsoft Office 2000

1. Click the **File** tab.
2. Choose **Save & Send**, select **Create PDF/XPS Document**, and then click **Create PDF/XPS**.
3. In the **Publish as PDF or XPS dialog**, select “PDF (*.PDF)” in the **Save as type** drop-down.
4. Enter a name for the document in the **File name** text box.
5. To change the publishing options, click **Options**.
6. Click **OK** and then click **Publish**.

Frequently Asked Questions

Q: I have created my PDF with software, but it still does not meet the 85% searchable threshold.

A: Certain pages are not text-searchable.

1. There are pages that include pictures or graphics (including the cover page) and no text.
 - i. **Fix:** Remove these pages and re-save your audit report as a PDF.
2. There are separator pages that are completely blank.
 - i. **Fix:** Insert the text, “This page intentionally left blank” to make this page text-searchable.

Q: How do I sign a document electronically?

A: Various methods are available.

1. **Option 1:** Sign a blank piece of paper, and then scan the paper. Save this signature as a picture file (like a .jpg). You can insert this picture file into any document where a signature is required.
2. **Option 2:** If you are using advanced PDF writing software, you can print out your signature page, sign it in ink, scan the page, and then electronically insert it into your PDF.
3. **Option 3:** You can use any graphics software or “Google Docs” (docs.google.com) to draw your signature with your mouse pointer. Save this image and insert the image into your audit. Then save the document as a PDF as usual.
4. **Option 4:** There are several free products available on the Internet that will enable you to insert a signature into PDFs.

Q. How do I create electronic letterhead?

A: If you do not have access to electronic letterhead, you can scan a blank page of your company letterhead and save the header and footer as picture files. Then, insert these picture files into your electronic document.

Questions? Contact the Federal Audit Clearinghouse
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